



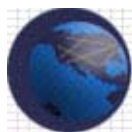
CTMS Workspace Teleconference Meeting Minutes

Meeting Date	October 12, 2004 12-1 PM EDT		
Attendees:	Working Group Coordinators: Scott Finley (Booz Allen Hamilton) Reechik Chatterjee (Booz Allen Hamilton)		
	Participants:		
	Name	Organization	Email
	Andrea Hwang	Chao Family Comprehensive Cancer Center	ychwang@uci.edu
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	Donald Connelly	University of Minnesota Cancer Center	don@umn.edu
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	Joyce Niland	City of Hope National Medical Center & Beckham Research Institute	jiland@coh.org



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	David Fenstermacher	U Penn- Abramson Cancer Center	dfenster@mail.med.upenn.edu
	Deborah Collyar	Patient Advocates in Research (PAIR)	collyar@att.net
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	Mary Jo Deering	NCICB	deeringm@mail.nih.gov
	Marjorie van der Pas	IMPAC Medical Systems, Inc.	mvanderpas@impac.com
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	Michael Fox	The Sidney Kimmel Comprehensive Cancer Center	foxmi@jhmi.edu
	David Aronow	Ardaais Corporation	DrData@ardais.com
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		Comprehensive Cancer Center	
	Kim Klingler	NCI/SAIC	klinglerk@saic-solutions.com
	Warren Kibbe	Northwestern	wakibbe@northwestern.edu
Agenda	<ol style="list-style-type: none">1. Funded Workspace participation2. Update on SOWs3. Reminder: CTMS face-to-face meeting Tuesday, 11/16 & Wednesday, 11/17 – Location: City of Hope, Duarte, CA4. Report from SIGS<ul style="list-style-type: none">• caBIG compatibility: Teri Melese• Structured Protocol Representation: Doug Fridsma• Adverse Event Reporting: Joyce Niland• CTMS/CDUS Reporting: Rhoda Arzoomanian• Financial-Billing: Jill Kuennen• Laboratory Interfaces: John Speakman5. Next Meeting 10/26/04		
1. General discussion points raised by participants:	<p>Funded Workspace Participation/Update on SOWs: The SIGS have become more self sufficient, and most of the centers have submitted their Monthly Reports. Only after the Monthly Reports have been approved, can the invoicing process begin. It is very important that every funded participant is working on some component of the operational activities of the Workspace.</p> <p>Reminder: The CTMS face-to-face meeting will be held Tuesday, November 16, and Wednesday, November 17, at City of Hope, in Duarte, CA. It was mentioned that the face-to-face meeting will include a focus on the development of more use cases.</p> <p>caBIG compatibility: It was stated at the meeting that the caBIG compatibility document needs to be reviewed and commented upon by group members. It was stated that significant importance should be given to ensuring that SIG leads had a common view on what the guidelines stated regarding interoperability among products.</p> <p>Adverse Effects Reporting: The SOW work is going quite well for this group. A draft statement of work is currently being worked upon.</p> <p>Scott mentioned that this group needs someone to take up the task of taking the meeting minutes. A volunteer is preferable to a draftee.</p> <p>Structured Protocol Representation: This group has also been very productive. The group is coordinating with adopters, and has been working on gathering requirements in recent weeks. However, more use cases need</p>		



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	<p>to be developed and approved. The next meeting is planned for November 2, and at this meeting the architecture group will provide an intense modeling session to the group members. Participants stressed the importance of coordinating with various SIG members when developing user requirements.</p> <p>CTMS/CDUS Reporting SIG: In the most recent teleconference, the main issue that was discussed was regarding the issue of harmonizing CDEs with the activities of caBIG in the development of vocabularies and standards.</p> <p>Financial-Billing SIG: There was some debate among the participants concerning whether enough effort was being made to reach out to any investigators or data managers from the cancer centers. One participant stated that the cooperative groups need to participate as well. There was a general consensus that it is very important to have adequate representation in our work, particularly regarding the billing process.</p> <p>Lab interfaces: The Database Design sub-group will try to figure out the Database objects that will hold the lab results. The group will send out another survey with a focus on this. It was stated that all tools should be HIPPA and IRB compliant.</p>
Action Items:	Distribute meeting minutes from this meeting (Scott Finley).